

**STATE BOARD OF ACCOUNTS
302 West Washington Street
Room E418
INDIANAPOLIS, INDIANA 46204-2769**

AUDIT REPORT
OF
HAMILTON COUNTY OFFICE OF FAMILY AND CHILDREN
FAMILY AND SOCIAL SERVICES ADMINISTRATION
January 1, 2006 to December 31, 2006



FILED
08/02/2007

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OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
County Director	Karen Beaumont	01-01-06 to 07-14-06
	Vacant	07-15-06 to 07-16-06
	Peggy Surbey (Interim)	07-17-06 to 03-09-07
	Vacant	03-10-07 to 03-11-07
	Mark Mitter	03-12-07 to 12-31-07
Secretary Family and Social Services Administration	Mitch E. Roob Jr.	01-10-05 to 01-11-09
Director Department of Child Services	James W. Payne	01-10-05 to 01-11-09



STATE OF INDIANA

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TO: THE OFFICIALS OF HAMILTON COUNTY OFFICE OF FAMILY AND
CHILDREN FAMILY AND SOCIAL SERVICES ADMINISTRATION

We have audited the records of the Hamilton County Office of Family and Children, Family and Social Services Administration, for the period from January 1, 2006 to December 31, 2006, and certify that the records and accountability for cash and other assets are satisfactory to the best of our knowledge and belief, except as stated in the Audit Result and Comment. The financial transactions of this office are reflected in the Comprehensive Annual Report of the State of Indiana.

STATE BOARD OF ACCOUNTS

May 22, 2007

HAMILTON COUNTY OFFICE OF FAMILY AND CHILDREN
FAMILY AND SOCIAL SERVICES ADMINISTRATION
AUDIT RESULT AND COMMENT

SPECIAL DISBURSING OFFICER (SDO) ADVANCE

The Hamilton County Office of the Department of Child Services Agency has not performed reconciliations of its Special Disbursing Officer (SDO) advance account since July 2005. Reimbursement requests have not been submitted to the state since March 2006. The unreimbursed receipts total \$1,435.21. In addition, \$19.07 has been expended but the original receipts have not been retained. Reimbursements may not be allowed for these expenditures.

To ensure proper safekeeping of the funds advanced, the Hamilton County Office should be preparing timely reconciliations for the funds advanced. This process also includes paying vendor invoices and submitting reimbursement requests in a timely manner.

Two reconciliations must be performed for the SDO fund each month. The bank statement for the checking account must be reconciled to the check register. Also, the check register must be balanced to the total SDO advance. These reconciliations must be formally documented. (Accounting and Uniform Compliance Guidelines Manual for State Agencies, Chapter 7)

At all times, the unreimbursed disbursements plus any advances to office cash or subsidiary checking accounts plus the SDO checking account balance must equal the local purchase advance. (Accounting and Uniform Compliance Guidelines Manual for State Agencies, Chapter 7)

The Special Disbursing Officer is accountable at all times for all sums advanced. The SDO officer may be held personally responsible for the amount needed to balance the fund. (Accounting and Uniform Compliance Guidelines Manual for State Agencies, Chapter 7)

HAMILTON COUNTY OFFICE OF FAMILY AND CHILDREN
FAMILY AND SOCIAL SERVICES ADMINISTRATION
EXIT CONFERENCE

The contents of this report were discussed on May 24, 2007, with Mark Mitter, County Director; Michelle Burns, Regional Manager; and Linda Stackhouse, Account Clerk II. The officials concurred with our audit finding.